



With offices in Alameda, Chico, Eureka, Redding, San Jose and Santa Rosa
 T (800)447-4475
 F (510)633-7925
 www.girlscoutsnorcal.org
 info@girlscoutsnorcal.org

Trip or High-Adventure Activity Notification Form

This form is recommended as a planning tool but is not required for:

- Service Unit Activities
 - Council sponsored activities in the Program & Event Guide (PEG)
 - Activities where girls walk or ride their own bicycles as part of their regularly scheduled meeting
 - Trips that are located within one hour driving time or 60 miles from the regular meeting place, and are less than six hours in duration, AND are NOT high-adventure (formerly called high-risk)
- For *all trips* you should always make sure your troop/group emergency contact person has updated information about the trip, girls and drivers

This form must be completed and filed with service units for the following trips and high-risk activities:

- Trip farther than one hour driving time (or 60 miles) or longer than 6 hours in duration but does NOT include high-adventure:**
 Trip requires approval from your service unit at least 2 weeks in advance. Submit to your service unit contact and give a copy to your troop/group emergency contact person.
- Trip of three nights or longer or involving air travel:** Extended travel requires approval from your service unit and the council. Submit initial form with service unit 3 – 6 months in advance of the activity. Service unit will forward it to Risk Management and Travel Council staff for approval at travel@girlscoutsnorcal.org. Final forms (including updates and final roster) submitted with the council at least 4 weeks prior to the activity.
- High-Adventure activity:** Activity requires approval from the service unit and the council. Submit form to the service unit 1 – 3 months in advance if the vendor is on the [approved list](#) or 3 months in advance if the vendor needs to be approved. Give a copy to the troop/group emergency contact person. Service unit will forward to the Risk Management & Travel council staff for approval.
- International Trip:** Activity requires approval from the service unit and the council. Submit the form to the service unit at least one year prior to the activity and again with updated information 2 months prior. The service unit will forward to the Risk Management & Travel council staff for approval at travel@girlscoutsnorcal.org

Troop Volunteer Name	Daytime/Cell Phone#	Email Address
Address	Troop #	Troop Grade Level <input type="checkbox"/> D <input type="checkbox"/> B <input type="checkbox"/> J <input type="checkbox"/> C <input type="checkbox"/> S <input type="checkbox"/> A
City/State/Zip	Service Unit #	Service Unit Name:

About the Trip:

Departure Date & Time of trip:	Returning Date & Time of trip:	
Destination	Details (vendors, facility, and/or location)	
Mode of Transportation		
# of Registered Girls Attending:	# of Registered Adults Attending:	# of Non-Members (unregistered adults/children):

Briefly Describe Activities

Special Requirements: ** Please refer to [Safety Activity Checkpoints](#), found online, to determine if you need a first aider.

****First Aider Required?** Yes No

If yes, Name of Certified First Aider:

Date Certification Expires:

Other special adult training or certification required (Troop Camping Certification, lifeguards, GSNorCal Extended Travel Training, etc.)? If so please provide name, certification information and training dates (use another sheet, if needed).

Checklist: (NOTE: not all of these may be required for your trip/activity)

- | | |
|--|---|
| <input type="checkbox"/> Annual Permission Forms
<input type="checkbox"/> Parent Permission Forms
<input type="checkbox"/> Girl Health History Forms
<input type="checkbox"/> Adult Health History Forms
<input type="checkbox"/> Non-member insurance
<input type="checkbox"/> Extended trip Insurance | <input type="checkbox"/> Behavior contracts
<input type="checkbox"/> Rental Agreements
<input type="checkbox"/> Contract with Facility/Vendor
<input type="checkbox"/> Other:

<input type="checkbox"/> All trip adults are aware of the emergency procedures and are Council approved adult volunteers
<input type="checkbox"/> Reference High Adventure Activities section in the CRG to determine if activity is council approved.
<input type="checkbox"/> If activity is council approved and considered high adventure, verify that it is on the High Adventure Vendor List online.
<input type="checkbox"/> First Aider; adult training and certification requirements confirmed |
|--|---|

Emergency Contact Information:

Full Name:	Phone#:	Email Address:
------------	---------	----------------

Trip Planning Information:

GSNorCal recommends that all troop leaders maintain current driver information and girl rosters on an ongoing basis. Girl rosters and driver information must be provided to service units as part of the notification process for trips and high-risk activities requiring service unit or council approval.

Roster:

Please attach a troop/group roster and indicate which girls and adults will attend. Please include:

- Girl names with parent/guardian phone numbers during the activity
- Adult names; indicate role of each adult attending (leader, chaperone, first aider, driver, etc)
- Emergency contacts for all girls and adults attending
- Name, drivers' license number and expiration date, and insurance expiration date for all drivers

***Please Note:** File this Trip and High-Adventure Notification form by the due date even if attendance is not yet finalized. Notify the service unit of any changes to the roster as necessary.

Budget: (For information on budgeting, please refer to the budgeting section of the CRG)

Cost of transportation, food, event fees, lodging, etc.

Total Cost: \$	Money-Earning Activities (Please describe)	Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
Cost Per Girl: \$		<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount Earned \$		<input type="checkbox"/> Yes <input type="checkbox"/> No
Balance Secured Through:		

Troop Adult Volunteer Statement of Compliance:

- GSUSA Safety Activity Checkpoints, GSUSA and Council health, safety and emergency procedures have been reviewed and are being adhered to as defined in the CRG.
- All drivers for these activities are properly licensed and all vehicles are registered, insured, maintained and have a seat and seat belt for every passenger.
- Parents/guardians are informed of the trip activities, safety and emergency procedures, and contact information.
- Appropriate permissions have been obtained for each girl including Health History if required.
- Our group/troop will conduct ourselves at all times in a positive manner while representing Girl Scouts.
- I understand providing misinformation could result in the trip not being covered by Girl Scout Activity Insurance and could increase personal liability.

I _____, acknowledge and agree to the above statements.

(Signature of person filling in this form)

For Service Unit Use Only (To be filled out by authorized SU Rep.)		For Council Use Only (To be filled out by Risk Management & Travel staff)	
Received By:	Date:	Received by:	Date:
Approved By:	Date:	Approved by:	Date:
Form Sent to Council for Approval:		Date Confirmation Email Sent:	

